



Manager's Report

for Council Meeting of February 23, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Alcove Resources
Borderlands Design, LLC
Christian Cleaning Services
Cindy's Home Daycare
Edg Ensemble
En Crisp LLC
Global Tax
Golden China of Leesburg (new owner)
Klay2
The Other Kind of Jewelry Store
Unique Credit Repair & Finance Consultant

HUMAN RESOURCES

New Hires and Terminations for the period of February 4 to February 18, 2005

New Hires

Keith Dailey
Christian Loran
Jared Lanham
F. Joseph Ojeda
Tara Edmondson
Lindasay Armstrong
David Robertson
Linda Fountain

Position

Maintenance Worker III
Police Officer I
Police Officer I
Patrol Officer II
Admin. Assoc. I
Assist. Aquatics Supv.
Assist Aquatics Supv.
Recreation Program Supv.

Department

Street Div.
Police
Police
Police
Parks & Rec.
Parks & Rec.
Parks & Rec.
Parks & Rec.

Promotions

Mike Russell

Maintenance Worker III

Streets Div.

Transfers

Separations

Rachel Elsea
Julie Welter

Position

Aquatics Instructor.
Aquatics Supervisor

Department

Parks & Rec.
Parks & Rec.

Retirements

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: FEBRUARY 2, 2005 – FEBRUARY 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Town of Leesburg Utility Maintenance Buildings TLCI-2003-0001 (1300 block of E Market Street, SE)	Capital Improvement Plan	3 rd	Proposal to construct public utility maintenance buildings.
Leesburg Station Autowash (149 Catocin Circle, SE)	Preliminary/Final Development Plan As-built	1 st	Engineered as-built for a constructed car wash.
Edwards Landing Retail Center (1400 block of Edwards Ferry Road, NE)	Preliminary/Final Development Plan Authorization	1 st	Proposal to construct multiple buildings that include a mixture of office and retail uses including a gas station.
Lansdowne Child Care Center (Outside of the town limits)	Construction Drawings	1 st	
Leesburg Plaza Shopping Center TLPF-2004-0023 (500 block East Market Street)	Preliminary/Final Development Plan	3 rd with inserts	Proposal to renovate retail square footage on 16 acres.
Harrison Street Improvements @ Andover Court TLCI-2003-0004	Capital Improvement Plan	4 th	Proposal to realign public street width, curb and gutter on Harrison Street at Andover Court.
Best Buy at Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Minor Revision to an approved Development Plan	1 st	Proposal to revise the location of various approved on-site public utilities and parking which is in connection with the planned submission of a development plan for a building footprint change.
Lansdowne, Section 45 (Outside of the Town limits)	Construction Drawings (water & sewer only)	1 st	Proposal to construct various water and sewer lines.
Lansdowne, Section 45 (Outside of the Town limits)	Final Plat		
Oaklawn Commercial TLPS-2004-0003 (Adjacent to Sycolin Road and the future Battlefield Parkway alignment)	Preliminary Subdivision Plat	1 st	Proposal to subdivide a large tract into 21 commercial lots and related public road right-of-ways.
Simpson Middle School Building addition TLDW-2005-0001	No Adverse Impact Plan	3 rd	Proposal to construct a school building addition.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: FEBRUARY 2, 2005 – FEBRUARY 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Lansdowne, Section 45 (Outside of the Town limits)	Final Plat		
Tavistock Farms, Section 10 (880 Macalister Drive, SE)	Revision to Approved Construction Drawings	1 st	Revision clarifying the construction of a pedestrian footbridge between the existing recreation center and the proposed condominium development.
Lansdowne Child Care Center	Construction Drawings	1 st	
Leesburg Plaza Shopping Center TLPF-2004-0023 (500 block East Market Street)	Preliminary/Final Development Plan	3 rd with inserts	Proposal to renovate retail square footage on 16 acres.
Edwards Landing Retail Center	Preliminary/Final Development Plan Authorization	1 st	

Leesburg Station Autowash	Preliminary/Final Development Plan As-builts	1 st	
Law Office at Laurel Brigade	No Adverse Impact Plan	1 st	Proposal for minor storm drainage improvements.
Route 7/15 Bypass Widening	VDOT Preliminary Construction Drawings	1 st	Proposal to construct additional lanes on a portion of Route 7/15 Bypass.
Gibson Square	Sketch/Concept Plan	1 st	Proposal to construct 5-8 residential dwellings on a 1 acre parcel.
212A Royal Street	House Grading Plan	1 st	Proposal to construct a single family residential dwelling on an existing lot.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
FEBRUARY 2, 2005 – FEBRUARY 14, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Stowers, Phase 3, Section 4	Final Plat	2 nd	<i>Approved as to form, ready for recordation of subdivision for 52 single-family detached residential dwellings and right-of-way dedication.</i>
Stowers, Phase 3, Section 4	Construction Drawings	4 th	<i>Approved as to form, construction drawings for 52 single-family detached residential dwellings and related public infrastructure.</i>
Simpson Middle School building addition TLDW-2005-0001	No Adverse Impact Plan	3 rd	<i>Approved proposal to construct a one-story school building addition and private sanitary lateral and storm sewer.</i>
Nextel Stealth Monopole at Fort Evans Road	No Adverse Impact Plan	2 nd	<i>Approved proposal to construct a stealth-designed telecommunications monopole.</i>
Tavistock Farms, Section 15, 16 and 17 (Condominiums only)	Final Development Plan	4 th	<i>Approved proposal to construct 108 condominium units and related infrastructure including a passive park area.</i>

ZONING DIVISION

Zoning Permits Issued Residential

6 SFA, Potomac Station - \$115,000
3 SFD, Stowers - \$100,000

Zoning Permits Issued Commercial

241 Fort Evans Road, Leesburg Premium Outlet Mall - fit up - \$72,570
57 Catocin Circle, Leesburg Plaza - fit up - \$50,000
504 East Market Street, Citibank - exterior light - \$3,000
106 Catocin Circle, Middleburg Bank - install awning - \$1,200
510-524 East Market St - fit up - \$21,226

Occupancy Permits Issued Residential

2 SFA at Potomac Crossing
4 SFD at Stowers
22 Multi-Family at Strafford

Occupancy Permits Issued Commercial

None

Special Exceptions: 28 Active or Under Review for Acceptance

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located at the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004, second submission review comments were mailed on August 25, 2004. The third submission was received and review comments are due February 2, 2005. The Planning Commission public hearing is scheduled for March 3, 2005.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owner's signatures.
6. TLSE-2004-0006 Catoctin Circle Center – Bank Drive-Thru: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C., seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004 and third submission plans were received on October 1, 2004. The Planning Commission public hearing was held on December 2, 2004. The Planning Commission recommended conditional approval on December 16, 2004 and the Town Council held a public hearing on January 25, 2005. Town Council approved a resolution granting the Special Exception on February 8, 2005.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C., seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. The Planning Commission public hearing was held on December 2, 2004. The Planning Commission recommended conditional approval on

December 16, 2004 and the Town Council public hearing was held on January 25, 2005. Town Council approved a resolution grating the Special Exception on February 8, 2005.

8. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Planning Commission public hearing is schedule for March 17, 2005.

9. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Planning Commission public hearing is schedule for March 17, 2005.

10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Planning Commission public hearing is schedule for March 17, 2005.

11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application resubmitted and accepted for review on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and second submission plans are being prepared by the applicant.

12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, and revised plans were received on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. A voted is anticipated on March 3, 2005.

13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. A voted is anticipated on March 3, 2005.

14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. The third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for February 3, 2005.
15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-Thru: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 3,000 square foot fast food restaurant with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004, and staff comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. The application was withdrawn on February 11, 2005.
16. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Referral comments are due February 25, 2005.
17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.
18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.
19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted

for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

22. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant, Master Design of Fairfax, Va., requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. The application was revised, resubmitted, and officially accepted on August 5, 2004. The application was deferred Until December 20, 2004 by the Board of Architectural Review on November 15, 2004. The Planning Commission held its public hearing on January 20, 2005. The Planning Commission recommended approval of TLSE-2004-27 on February 3, 2005. The Town Council public hearing is schedule for March 8, 2005.

26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004, and officially accepted for review on July 14, 2004. The first submission review comments were mailed to the applicant on August 24, 2004, the second was submission received on November 24, 2004 and staff referrals were due on December 22, 2004. The Planning Commission public hearing was held on January 20, 2005. The Planning Commission recommended approval of TLSE-2004-28 on February 3, 2005. The Town Council public hearing is schedule for March 8, 2005.

27. TLSE-2004-0029 Loudoun County High School Renovation: Located at 415 Dry Mill Road. The renovation is to improve and modernize the existing facilities. Renovations are predominately to the interior of the main building with an expansion at the gymnasium area. The application was accepted on December 30, 2004 and first submittal comments are being referred. A joint public hearing with the Town Council and the Planning Commission is scheduled for March 8, 2005.

28. TLSE-2005-001 Loudoun County Commuter Parking lot.
On February 16, 2005 it is anticipated the special exception will be accepted for official review on Tuesday February 8, 2005. The Town Council approved a resolution for a joint public hearing with the Planning Commission on April 12, 2005. The proposed temporary commuter parking is proposed for the former Barber and Ross site on Catocin Cir. and Industrial Dr. A traffic study has been submitted and is currently under review

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company, seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. On October

26, 2004 An indefinite extension of the twelve-month review deadline was granted by the applicant.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and Staff is currently waiting for plans to be resubmitted. The applicant had indicated a target date of November 15, 2004 for submission of revised plans. The second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing is schedule for March 17, 2005.

4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owners' signatures.

5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 25, 2005.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight townhome dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, the first submission review comments were sent to the applicant on November 15, 2004, and second submittal review comments were due on January 15, 2005. A preview meeting is scheduled for February 3, 2005. The Planning Commission will hold a public hearing on February 17, 2005.

Town Plan Amendments: 2 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the

applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant on October 26, 2004.

2. **TLZM-2004-0005 Village at Leesburg:** Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. On February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified diamond. Revised plans are anticipated by February 25, 2005.

Zoning Ordinance Amendments:

None

Board of Zoning Appeals Cases

Case BZA 05-01 Mark Reed- Variance request to permit an accessory structure (tool shed) in the front yard of the residence at 17865 Leeland Orchard Road, NW. Section 10.4.5 C.1. of the Zoning Ordinance requires an accessory structure to be located in the side or rear yard in compliance with the setbacks of the same section. The Board by a vote of 4-0 denied the variance request at the February 7, 2005 meeting.

Board of Architectural Review Cases

The next B.A.R meeting is schedule for February 23, 2005 at 7:30 PM.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 37 Public Facility Permits were issued totaling \$292,812.00.
- 18 work orders were issued for meter sets.
- 22 requests for occupancy inspection were issued.

Capital Projects Update:

- 3 plans were received and reviewed along with two requests for water and sewer system computer modeling.
- The Woodlea Manor pump station contract has been awarded and construction will begin soon.
- The commission permit for the expansion of the Kenneth B. Rollins Water Filtration Plant was approved by the Loudoun County Board of Supervisors. The site plans are now under review by county staff.
- The miscellaneous water system bids were received. A total of four bids were submitted with the lowest bid from Tessa Corporation.
- A proposal for design of two new storage tanks for construction in the main zone and the Sycolin Pressure Zone is being negotiated with the engineering firm.
- Approval of the Utility Lines Division maintenance building has been delayed pending the resolution of alignment of Russell Branch Parkway and Battlefield Parkway. These delays have been costly to the town due to increasing construction costs.

- The Water Pollution Control Facility expansion contractor has begun work on the three-year project.
- The contractor prequalification proposals for the expansion of the Water Treatment Plant were received from five major contractors and are under review.

UTILITY LINES DIVISION

Routine items include:

- Turn on's and off's.
- Water meter readings.
- Complaint investigations.
- Rodding and cleaning sanitary sewer trouble spots.
- Marking water and sewer lines for contractors and citizens.
- Vehicle and ditch maintenance.
- Bush hogging.
- Assisted the Street Department with snow removal

TOWN OF LEESBURG

Full-time vacancies as of February 11, 2005

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Airport	1	Maintenance Worker-II	1/14/05	√	√	√			
Eng & PW	1	Senior Engineer – Plan Review (readvertise 7-23-04)	7/1/02	√	√	√	√		
	1	Senior Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√				
	2	Maintenance Wrkr. III	1/1/05	√	√	√	√	√	√
Human Resources	1	MPA Management Intern	12/20/04	√	√				
Planning & Zoning	1	Sr. Planner (Historic Preserv)	1/11/05	√	√				
P&R	1	Recreation Program Spvrs.	12/05/04	√	√	√	√	√	√
	1	Asst. Aquatics Supervisor	1/10/05	√	√	√	√	√	√
	1	Custodian	01/11/05	√	√	√	√	√	√
	1	Administrative Associate I	12/23/04	√	√	√	√	√	√
	1	Recreation Projects Coordinator (Reg. Part-time)	12/22/04	√	√	√	√		
	1	Recreation Program Supervisor (Outreach Prgm)	1/14/05	√	√				
	1	Asst. Recreation Program Supervisor (Outreach Prgm)	1/14/05	√	√				
	1	Fitness Supervisor	1/14/05	√	√				
Police	2	Communication Technician	11/15/04	√	√	√	√		
Util Admin	1	Senior Engineer	7/1/02	*On hold					
Util. Mainten.	1	Utility Maintenance Mechanic***	12/15/04	√	√	√	√	√	√
Util. WPCD	1	Utility Plant Operator (Wastewater) or Trainee	2/11/05	√					
TOTAL	14								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

***Candidate has accepted the position, but has not yet started.

John A. Wells